

FY2024 Justice for Families Grantee Orientation

October 10, 2024



U.S. Department of Justice
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Office on Violence Against Women
Working Together to End the Violence

New Grantee Orientation

*Build a strong foundation and you
can reach even the most
unthinkable heights*

— M.J. Moores

- Welcome to the Justice for Families Program - webinar
- Individual meeting with OVW Grants Management Specialist
- Overview of the OVW Grants Financial Management Division (GFMD)-webinar
- In-Person New Grantee Orientation (December 3-5, 2024, in Coeur d'Alene, ID)
- A series of webinars to be scheduled



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OVERVIEW

Introduction to OVW and the JFF Program

Understand the roles of OVW Grant Program Specialists, technical assistance (TA) providers, and grantees

Provide a foundation to successfully manage your grant

Prepare you for the New Grantee Orientation series that will include an in-person meeting (Coeur d'Alene, ID ; December 3-5, 2024) as well as virtual sessions that will be offered during the upcoming weeks.



MISSION

The Office on Violence Against Women provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.



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The JFF Unit

- Moe Monagle, Grant Management Specialist:
Maureen.Monagle@usdoj.gov
(202) 297-3520
- Hannah Puffer, Grant Management Specialist:
Hannah.Puffer@usdoj.gov
(202) 803-0188
- Julie Aldrich, Interim Associate Director:
Julie.Aldrich@usdoj.gov
(202) 598-6791
- General JFF email: OVW.JFF@USDOJ.GOV



Grantee Introductions

Using the chat feature, please introduce yourself by including the city/town of your JFF project.



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Roles: Grantee, OVW, Technical Assistance Providers

Grantee

- Recipient of federal funding
- Improve services to families in the justice system as described in your award
- Inform OVW of progress toward project goals and objectives
- Submit performance and financial reports

OVW

- Federal grants administration
- Programmatic expertise
- Project guidance and oversight
- Approve performance reports and products
- Monitor grant funded activities including all project deliverables and award condition compliance
- Conduct monitoring site visits or office-based reviews

Technical Assistance (TA) Provider

- Field expert
- Develop resource tools
- Access to experienced faculty
- Training opportunities: in person and virtual
- Site-specific technical assistance



Purpose of JFF

Justice for Families (JFF) was first authorized in VAWA 2013 to improve the response of all aspects of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, and stalking, or in cases involving allegations of child sexual abuse.

To help these families, JFF funds projects that offer a coordinated approach to supervised visitation, training, court-based and court-related programs, and civil legal services.



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OVW Grant Oversight

- ❖ Reviewing, editing, and approving products developed under the project to ensure they are within the scope of the program (and project) and do not compromise victim safety
- ❖ Monitoring grantees through site visits and office-based assessments
- ❖ Suggesting and approving trainings, workshops etc.
- ❖ Recommending consultation with OVW TA providers or Mentor Courts
- ❖ Serving as a single point of contact for grant administration
- ❖ Reviewing and approving performance reports



Who do I ask?

Collaborative Partners

- Who wants to help with the training on domestic violence for our new visitation monitors?
- What kind of DV training does our staff need to implement the grant project effectively?
- When and how often should our project partners meet?

TA Providers

- We are having a hard time getting our judges trained on DV, any advice?
- We need to implement a strategy to help with custody decision making. Are there resources or tools we can use?
- We want to strengthen our policies and procedures to be more culturally responsive. Can someone guide us through the process?

OVW

- We have received feedback from a TA Provider on our policies and procedures and we are ready to submit for review. How do I submit in JustGrants for OVW approval?
- We are providing a training to court staff; how do I submit our training curriculum in JustGrants for OVW approval?
- Can we use OVW funds to attend this training?
- We think we need to make changes to the budget or scope. What should we include in a GAM?



Grantee Role

- Maintain good record keeping!!!
 - 2 CFR 200- keep records for 3 years **from the date of final expenditure report submission.**
 - Maintain a complete grant file (JustGrants is the official electronic file but you may also want to keep a paper file or additional electronic file) in an accessible shared place, including all grant-related documents (award document, GAMs, deliverables, performance reports, FFR's, updated budgets) and emails for audit purposes. JustGrants will be your official electronic grant file and is very important for audits, monitoring, and other inquiries.
- Implement day-to-day activities
 - Approved project activities
 - Approved budget
 - Keeping within the scope of the project
- Coordinate with grant and community partners
- Keep in touch with OVW grant manager and technical assistance providers



Good Foundation is Critical

Accounting

- Training
- Financial Systems
- Financial Management
- Good record keeping

Reports

- Performance Reports
- Federal Financial Reports (FFRs)

Grant Award Modifications (GAM)

- Project Period Extension
- Programmatic
 - Costs
 - Scope
- Financial
 - Budget Modification
 - Sole Source



Justice Grants System (JustGrants)

- ❖ DOJ uses JustGrants to manage DOJ grants, including OVW grants.
- ❖ This is the official grant file for your award.
 - ❖ Training resources: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>
- ❖ Automated Standard Application for Payments (ASAP) is the system used for all OVW grants to transfer funds.
 - ❖ Training resources: <https://fiscal.treasury.gov/asap/>
- ❖ Remember to keep all roles and contact information updated for your awards in JustGrants. This is the responsibility of your organization's Entity Administrator.
 - ❖ Infographic on JustGrants Roles: <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf#page=10>



Grant Adjustment Modifications (GAMs) - Financial

GAMs focus on true modifications to an award. They are *not* used for more routine updates to grant information or for approval of deliverables.

- [Budget Clearance](#)
 - A GAM will be initiated by OVW to request necessary changes in your budget for final approval.
- Budget Modification:
 - Allows you to add, subtract, or edit the category totals so long as the Revised Budget column is not negative. The Federal Award Amount cannot be edited.
 - Sole Source: A GAM must be initiated to request to enter a non-competitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold.

Consult the [2024 DOJ Financial Guide](#) for additional information.



Grant Award Modifications (GAMs) - Programmatic

Costs:

- Consultant Rates in Excess of the Threshold Rate
- Costs Requiring Prior Approval (see award conditions re: NEPA or non-OVW training requests)
- Budget changes that do not require a Budget Modification GAM
- Foreign Travel and Confidential Funds- **not used by JFF grantees**

Scope:

- Altering programmatic activities
- Changing the purpose of the project or the project site (including supervised visitation location)
- Experiencing/making changes to the organization or staff with primary responsibility for implementation of the award, including:
 - Changes in key personnel
 - Contracting out and/or subawarding (e.g., a project partner), if authorized by law, the services of a third party to perform activities which are central to the purpose of the award
 - Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award



Grant Award Modifications (GAMs) – Project Period Extensions

Project Period Extension

- A Project Period Extension GAM is used to extend the length of the funded award by changing the project period end date.
- Grantees can submit GAM once in the last 90 days of project period but ONLY the DOJ Grant Manager can initiate a GAM to extend the award period within 30 days of the current Project Period End Date.
- This only extends the length of the award and does not add funds to the award.
- This should be requested when a grantee is unable to complete their goals and objectives in the original time frame – not to simply expend remaining funds.



Grant Award Modifications (GAMs)

Training Resources: If you are not familiar with JustGrants or submitting GAMs, please visit the JustGrants Resources Website:

<https://justicegrants.usdoj.gov/training/training-grant-award-modifications>

You can also reference the [Grant Award Modification Job Aid Reference Guide](#)



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Deliverables



Documents that grantees are required to submit for review and approval per conditions of the award or the project's goals and objectives.

Examples of Deliverables:

- Supervised visitation policies and procedures
- Supervised visitation site plan
- Case selection criteria for civil legal services
- Training materials including training plans, presentations, curricula and agendas
- Other products created using grant funds

Deliverables will be submitted in JustGrants for OVW approval.



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Award Conditions

- ❖ OVW Sponsored training requirements
- ❖ Multiple Projects
- ❖ Conditional Release of Technical Assistance Funds
- ❖ Deliverables, include language: *“This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.”*
- ❖ Supervised Visitation – Site plan, Policies/Procedures, multidisciplinary committee, NEPA
- ❖ Training – Curriculum approval
- ❖ Civil Legal Services – Case selection criteria
 - ❖ Please refer to the American Bar Association’s [Guide to Case Selection Criteria](#)
- ❖ Determinations of suitability to interact with participating minors
 - ❖ More details at <https://www.justice.gov/ovw/award-conditions>
- ❖ Policy for Response to Workplace-Related Incidents of Sexual Misconduct, Domestic Violence, and Dating Violence
 - ❖ See the toolkit here: <https://www.workplacesrespond.org/resource-library/workplace-toolkit/>



Activities that Compromise Victim Safety

- ❖ Failing to conduct safety planning with victims
- ❖ Intake and other forms that place an unnecessary or undue burden on anyone receiving OVW-funded services
- ❖ Requiring adult victims to participate in mediation or counseling as a condition for receiving supervised visitation and safe exchange services
- ❖ Charging fees to either parent for OVW-funded supervised visitation and exchange services
- ❖ Failing to follow the OVW Supervised Visitation Guiding Principles
- ❖ Requiring victims of sexual assault, domestic violence, dating violence or stalking to file for a protection order, cooperate in an investigation or file criminal charges against their abuser as a condition of receiving services
- ❖ Requiring Mediation, alternative dispute resolution, or joint counseling, involving offenders and victims being physically present in the same place, as a response to sexual assault, domestic violence, dating violence, and stalking

Please refer to the [FY2024 Justice for Families](#) solicitation for more information.



Limited Virtual Services for Supervised Visitation

- ❖ Virtual supervised visitation is not allowable under JFF unless the grantee experiences extreme impediments. OVW will only grant temporary exceptions to in-person supervised visitation where grantees are experiencing extreme impediments, such as the COVID-19 pandemic or a natural disaster.
- ❖ Communicate with your OVW Grant Specialist regarding any modifications due to in-person limitations.



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Performance Reporting Requirements

Performance reports are forms downloaded from the [University of Maine’s Muskie School of Public Service \(Muskie\) VAWA Measuring Effectiveness Initiative \(VAWA MEI\) website for the JFF Program](#), and then submitted in JustGrants. The report will be reviewed and approved by OVW and then forwarded to Muskie to consolidate data for reports to Congress.

Grantees must submit a performance report even if no grant activities occurred during the reporting period

Reporting Period	Due Date
January 1-June 30	July 30 th
July 1-December 31*	January 30 th
*The first reporting period will cover October 1, 2024-December 31, 2024	

Go to the [JGS Performance Reporting Training Resources](#) page for training videos and Job Aid Reference Guide.

SAVE THE DATE: December 16th (3:00PM-4:30PM ET) for training for all JFF Grantees



Financial Reporting Requirements

Federal Financial Reports (FFRs) are web-based and submitted in JustGrants.

Grantees must submit an FFR even if no funds were spent or obligated during the reporting period.

Resources may be found on the [JustGrants Training webpage for Financial Reporting](#).

Reporting Period	Due Date
January 1-March 31	April 30 th
April 1-June 30	July 30 th
July 1-September 30	October 30 th
October 1-December 31	January 30 th



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Automated Standard Application for Payments (ASAP)

The Automated Standard Application for Payments (ASAP) is an electronic system that allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.

The Department of Treasury organizes ASAP trainings on a regular basis. Please refer to the [ASAP website](#) for more information on ASAP-related trainings and resources.



Closeout Procedures

Within the 120 days after the end of your project period, you will complete items in the closeout section of JustGrants, such as submitting a final Federal Financial Report (FFR) and final Performance Report and drawing down any final grant funds owed to you.

Your OVW Grant Specialist will help guide you through this process.

Just Grants Training Resources are also available on the [Closeout page](#).



Where can I find training or technical assistance?

- ❖ **OVW Training Opportunities:**
 - ❖ www.ta2ta.org (filter for JFF specific opportunities)
- ❖ OVW TA providers
 - ❖ Please note: Participation in OVW-sponsored technical assistance is an award condition. JFF specific opportunities are promoted on emails to the Award Administrator. Please consult with your OVW Grants Specialist to discuss participation as events are announced.
- ❖ OVW Training Opportunities that are not directly related to JFF (need prior OVW approval with a GAM)
- ❖ Non-OVW Training Opportunities (Need prior approval with a GAM)



Where to get assistance

Grants Financial Management Division (GFMD)

- 1.888.514.8556
- [2022 DOJ Financial Guide](#)
- OVW.GFMD@usdoj.gov

OVW JustGrants Support

- 1.866.655.4482
- OVW.JustGrantsSupport@usdoj.gov
- JustGrants website for training and resources:
<https://justicegrants.usdoj.gov/>

Muskie School of Public Service

- 1.800.922.VAWA (8292)
- vawamei@usm.maine.edu
- <http://muskie.usm.maine.edu/vawamei>



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Attendance at Orientation

- ❖ Award Administrators will receive an email with a link to register your team for the In-person New Grantee Orientation. Each member of your team will register.
- ❖ JFF Orientation and resources will be available on the [ta2ta.org JFF Orientation](https://ta2ta.org) page.
- ❖ Attendance at live webinar sessions is expected, however all sessions will be recorded and posted on the ta2ta.org JFF Orientation page if you have a conflict in attending the live session.
- ❖ New Grantee Orientation tracking form is completed and signed by Grant Award Administrator.
- ❖ Submitted in JustGrants as a deliverable no later than February 15, 2025.



Upcoming New Grantee Orientation Webinars

You will receive email announcements with registration information for the following:

- December 16th (3PM-4:30PM ET): Overview of Performance Report for JFF Grantees
- December 17th (3PM-5PM ET): Overview of the OVW Grants Financial Management Division for JFF Grantees (GFMD)

The following are OVW Office Wide Webinars. All scheduled 2:00PM-3:30PM ET.

- January 9th: National Resource Center for Reaching Victims
- January 13th: Interpretation Technical Assistance & Resource Center
- January 14th: National Resource Center on Domestic Violence and Firearms
- January 15th: Overview of Grant Fraud Investigations (OIG)
- January 28th: Overview of Grant Audits (OIG)



Technical Assistance Providers

Center for Justice Innovation	Inspire Action for Social Change
courts and communities to help enhance justice system responses	Supervised visitation and safe exchange centers
Judicial leadership and court trainings	Training
Education	Site plans
facilitate team meetings to build partnerships and engagement	Policies and procedures
Abusive Partner Accountability and Engagement project	Educate and engage communities

- Center for Justice Innovation: [https://www.innovatingjustice.org/Justice for families](https://www.innovatingjustice.org/Justice_for_families)
- Inspire Action for Social Change: <https://www.inspireactionforsocialchange.org>



Topic Specific T&TA for JFF Grantees

- [APIGBV: Asian Pacific Institute on Gender-Based Violence](#)
- [Battered Women Justice Project \(BWJP\)](#)
- [National Center for State Courts \(NCSC\)](#)
- [National Council of Juvenile and Family Court Judges \(NCJFCJ\)](#)
- [UJIMA: The National Center on Violence Against Women in the Black Community](#)
- [American Bar Association](#)

Your OVW Grants Specialist can also refer other OVW TA providers if there are specific needs for your project.



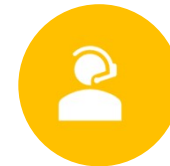
Closing Remarks



KEEP IN CONTACT WITH YOUR OVW
GRANT PROGRAM SPECIALIST.



KEEP TRACK OF
ORIENTATION
ATTENDANCE.



CONNECT WITH
TECHNICAL
ASSISTANCE.



CONNECT AND SHARE RESOURCES AND
ORIENTATION WEBINARS WITH YOUR
PARTNERS AS APPROPRIATE.



MAINTAIN GOOD
RECORDS.



UTILIZE TRAININGS AND
RESOURCES LISTED IN THE
PRESENTATION!



Thank you



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Become an OVW peer reviewer:
www.justice.gov/ovw/peer-review

Check us out on social media:
Twitter: @OVWJustice
Linkedin:
[linkedin.com/company/office-on-violence-against-women-ovw/](https://www.linkedin.com/company/office-on-violence-against-women-ovw/)

Learn more about our grants at:
www.justice.gov/ovw/grant-programs